

Carver Board of Selectmen Meeting Minutes
Carver Town Hall, 2nd Floor
March 7, 2016 7:00pm

In Attendance: Chairman Ronald Clarke, Sarah Hewins, Helen Marrone, Town Administrator Milanoski (TA) and Elaine Weston

Absent: Alan Dunham

The Chair read the announcements and led the Pledge of Allegiance. Ward led the community prayer.

Public comment period: William Lawrence in regards to Gatra service not picking him up. Chair will have issue looked into.

James Nauen in regards to part-time staffing at Town Hall-feels there are deficiencies and full-time staff is needed. Chair stated that topic may be part of the discussion that comes up on the agenda tonight.

Peter Frazier: Managing Director of First Southwest: Presentation on financing of \$30 million bond authorization for the elementary school, fire engines and fire station. Bids on the interest rates were low. A review by Standard & Poor's was done. That covers all facets of the Town's finances. The rating report is strong in terms of budget performance. There was \$5.5 million in debt and able to maintain the AA bond rating. Management accounts for 20% of the entire rating. The last rating went from adequate last year to strong this year which is the highest rating you can get from Standard & Poor's. The Town will be able to obtain one of the lowest interest rates there has been in many years. There will be a premium on the bonds of approximately \$867,000 which can be appropriated for the school project which can reduce the cost of the project. The total cost of the school to the Town is \$23.77 million plus the \$867,000 which is approximately \$22 million to borrow. \$20 million has been borrowed for this leaving only \$2 million left. The original quote per single family household at the average assessed value was \$359.01. With this fiscal management, the average cost will be reduced by \$100 to \$259.01.

Hewins questioned what the interest rate difference is having a AA rating vs. a AA- rating. Peter stated it depends on the interest levels that will effect the spread which is a matter of basis points. The Town of Carver is doing everything

they are able to do and have made great strides in tightening up the financial practices.

Ward thanked the TA for his leadership throughout this process and to the Governance Committee as well as the Town Accountant.

I, the Clerk of the Board of Selectmen of the Town of Carver, Massachusetts (the "Town"), certify that at a meeting of the board held March 7, 2016, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that we hereby determine, in accordance with G.L. c. 70B, that the amount of the cost of the new Carver Elementary School project authorized by a vote of the Town passed on December 1, 2015 (Article 2), excluded from the limitations of Proposition 2½, so-called on December 12, 2015 (Question 1) not being paid by the school facilities grant is \$23,766,520 and we hereby approve of the issuance of notes and bonds in such amount under said G.L. c. 70B.

Further Voted: that the sale of the \$30,000,000 General Obligation Municipal Purpose Loan of 2016 Bonds of the Town dated March 17, 2016 (the "Bonds") to Citigroup Global Markets Inc. at the price of \$2,014,499.80 is hereby approved and confirmed. The Bonds shall be payable on March 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2017	\$1,065,000	5.00%	2029	\$1,215,000	3.00%
2018	1,085,000	5.00	2030	1,240,000	3.00
2019	1,110,000	5.00	2031	1,265,000	3.00

2020	1,135,000	5.00	2032	1,290,000	3.00
2021	1,155,000	5.00	2033	1,315,000	3.00
2022	1,185,000	5.00	2034	1,345,000	3.00
2023	1,210,000	5.00	2035	1,370,000	3.00
2024	1,240,000	5.00	2036	1,400,000	3.00
2025	1,275,000	5.00	2037	1,020,000	3.00
2026	1,310,000	5.00	2038	1,050,000	3.00
2027	1,170,000	3.00	2041	3,360,000	3.25
2028	1,190,000	3.00			

Further Voted: that the Bonds maturing on March 15, 2041 (a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

Term Bond due March 15, 2041

<u>Year</u>	<u>Amount</u>
2039	\$1,085,000
2040	1,120,000
2041*	1,555,000

*Final Maturity

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated February 24, 2016 and a final Official Statement dated March 2, 2016 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays,

prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended

Motion by Hewins, second by Ward. Vote 4-0.

Presentation by the Governance Committee: Stephen Gray reviewed the past successes of the work that the Governance Committee has accomplished.

Still in process: work on town well is on track for completion late this spring

The legislature has approved a by-law change for an appointed Treasurer/Collector as well as abolish the DPW Commissioners and elected Constables.

Reorganization of Town services remains a work in progress.

Suggestions to the Board of Selectmen:

1. School transfer of budget line items without the approval of the School Committee-such practice cannot be delegated to the Superintendent and eliminates transparency. All transfers should take place as a vote in a public forum. Recommend a new BOS policy to have quarterly meetings with the Town and School.
2. Moving health insurance costs out of the School Department Budget and into a Town-wide budget line item. Carver may be one of the only municipality in the Commonwealth to split finances this way. Any surplus in the past on the School side had been transferred by the Superintendent without a vote of the School Committee.
3. Creating a stabilization account for mid-year health insurance costs. Estimating costs is virtually impossible as there are many changes throughout the year. Funding from Free Cash as a safety net is recommended.
4. Consolidation of the Finance Department for the purpose of managing Town finances more efficiently, effective and with better internal controls. Each of the three financial departments (Accounting, Assessor &

Treasurer/Collector) have been working independently and combined is projected to save the Town up to \$20,000.

5. New position of Finance Director be established to oversee all financial functions and also serve as Town Accountant. This position is recommended to be appointed by the Town Administrator in consultation with the Chairman of the Finance Committee as well as the Capital Outlay Committee with the final approval of the Board of Selectmen.
6. Positions in the Assessing department will be revisited to be sure staffing levels are accurate. An outside, independent vendor will be used for home assessments and an abatement can still be done with the elected Board of Assessors.
7. First Responders as well as School Nurses carry Narcan.
8. Change in the Board of Health regulations that would change the age of the sale of tobacco & tobacco related products from 18 to 21.

Hewins questioned if the Governance Committee has met with the School. Gray stated that they have not as they realized there would be a change in administration, however they have communicated with Scott Knief, the new Superintendent.

Marrone questioned the Finance Dept. savings of \$20,000. TA stated that is just in the Finance Dept., not including any other restructure of the Town. She also questioned the numbers on the Narcan. Gray stated that Carver is #3 out of 351 municipalities of per capita deaths of drug overdoses.

Discussion & Review of Consolidated Financial Department: Consolidation into one financial management team by combining Accounting, Treasurer/Collector & Assessing. Proposing to outsource Assessing needs with the exception of one full-time employee, adding a part-time staff member to Accounting and no change to the Treasurer/Collector staff. The Assessor is planning on retiring in September.

Town Accountant Meg LaMay stated that this is as proposed by the Dept. of Revenue report. Communication has been increased due to weekly meetings, but that doesn't mean work is being streamlined. The Town Accountant is in the position of seeing how the General Ledger is intact as well as taking on an auditing role which is why the structure would make the Town more efficient.

Clarke questioned if the School Business Manager could sit in on the weekly meeting. LaMay stated he is more than welcome to attend the meetings. The School could be there for a communication standpoint.

Marrone questioned if there are any drawbacks to this consolidation, LaMay stated that the major drawback is having only one person in the Assessing office to attend to the public needs.

TA stated that a meeting with the Town Accountant, Superintendent and Assistant Superintendent is already being planned to begin discussions on several subjects.

Mike Paduch, Chairman of the Board of Assessors-thanked the Governance Committee. He wants to make sure that there are competent, knowledgeable people to help the public. Addressing the staffing issues seems to be on the table and he does not want that to slip through the cracks.

Hewins questioned if he is concerned about the outsourcing of roles. Paduch stated he feels more information is available when the Town is staffed, but realizes that changes need to be made and accommodations need to be made. Hewins questioned what is being assessed if two full-time people will be in the office until December.

The TA stated that the Assessment process is being re-assessed as far as being outsourced.

Treasurer/Collector Paula Nute agreed with the Finance Director and that the consolidation will help the Town financially. She also appreciates the Town keeping her position the same.

Ward's concerns are if people are getting laid off and also listening to the needs of all of the departments. He feels there can be a pulling together that will work. Assessing used to be outsourced and feels now the outside companies have software that can do it cheaper. This will improve our need to reduce expenses.

Meeting Schedule: March 8 (instead of March 15), March 23, April 5.

Motion to adjourn at 9:05 pm into Executive Session to discuss strategy with respect to collective bargaining negotiations with unions (Clerical, DPW, Dispatchers, PEC/IAC-Health Care, Police) and for non union negotiations and with all non-union personnel not under contract, and strategy for litigation, and for purchase, exchange, sale, lease or value of real estate that may have a detrimental effect on the bargaining position of the town if held in open session, and to reconvene in open session by Ward, 2nd by Hewins. Roll Call: Affirmative-Hewins, Clarke, Ward & Marrone. Vote 4-0.

Motion to adjourn at 9:20pm.